



City of Hollister

Human Resources

375 Fifth Street

Hollister, CA 95023

ASSOCIATE ENGINEER

Salary Range (monthly)

\$5,521 - \$5,797 - \$6,087 - \$6,391 - \$6,711

Final Filing Date: Friday, September 29, 2006 by 5 p.m.

This is an open recruitment. The Associate Engineer is a full-time position at the City's Municipal Airport. Qualified candidates from the public and qualified career City employees are encouraged to apply. Currently one (1) open position.

Position: Under the direction of the Airport Manager, the Associate Engineer will develop and create plans, specifications and drawings for the development of the municipal airport; including grant writing for funding, project development and capital improvement.

Examples of Duties: Plan, prioritize, assign, supervise, and review the work of staff responsible for providing field and office engineering services within the Engineering Division. Participate in the selection of engineering staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing engineering services; implement policies and procedures. Participate in the preparation and administration of the Engineering division and Capital Improvement Projects budget; submit budget recommendations; monitor expenditures. Supervise and participate in determining the scope of engineering projects and in the preparation of engineering plans, calculations, and studies; review engineering reports and records. Review plans of consulting engineers and private contractors; render technical engineering decisions; establish technical criteria and standards. Coordinate the work of consultant engineers and developers; monitor the status of projects and compliance with City procedures, construction, and engineering standards; recommend corrective actions as needed. Evaluate Division equipment needs; solicit bids and advise on procurement sources. Coordinate engineering activities with those of other departments, division, and outside agencies and organizations; provide staff assistance to the Principal Engineer; represent the development Review Committee and Engineering division at city Planning Commission meetings. Prepare and deliver oral and written reports and presentations to the City Council. Administer contracts for public works projects. Provide information to the public; respond to citizen inquiries and complaints. Prepare difficult special engineering studies and reports; perform special assignments in engineering problems as necessary. Perform related duties and responsibilities as assigned.

Qualifications: Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

Experience: Three (3) years of increasingly responsible professional municipal civil engineering experience.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

Physical & Other Requirements: Applicant must be at least 18 years of age. Must possess the strength and physical ability necessary to perform the essential functions for the position; ability to work in a standard office environment with some ability to sit, stand walk, kneel, crouch, stoop, squat, twist, and climb; some exposure to noise, outdoors, and confining work space; ability to travel to different sites and locations.

License & Certificate: Possession of an appropriate, valid California driver's license is required.

Possession of, the equivalent of an Engineer in Training (EIT) certificate.

Possession of, or ability to obtain, a valid Certificate of Registration as a Professional Civil Engineer in the State of California is desirable.

How to Apply: A formal City Employment Application is required at the time of filing and may be obtained from the City of Hollister, Human Resources Division: 375 Fifth Street, Hollister, CA 95023, PH: (831) 636-4308/FAX: (831) 636-4322. May download application: www.hollister.ca.gov. Applications must be received in the Human Resources Division Office by **5:00 p.m. Friday, September 29, 2006**. Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form.

Selection Process: Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or department head. Following the examination process, successful candidates are placed on an employment list. Appointment will be made from the employment list. Probationary period determined by Administrative Services Department.

Equal Opportunity/Affirmative Action: The City of Hollister does not discriminate on the basis of race, color national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

Post-Offer Medical Examination: Prior to appointment, the selected candidate is required to pass a post-offer medical examination and drug screen. Candidates are encouraged not to quit or give notice to present employers until the medical exam and drug have been completed and passed. The medical records shall be maintained in a confidential manner.

Group Insurance: Employee premiums paid by City through a cafeteria style program for medical, dental, vision, life and long term disability insurance. Employees have a choice of Blue Cross HMO or a variety of medical plans offered through PERS Health. Generous City paid contributions are made toward dependent coverage for medical, dental and vision insurance.

Retirement: City participates in the PERS retirement system. Non-safety employees are enrolled in the 2% @ 55 plan with the single highest year benefit calculation. The employee contribution is fully paid by the City.

Vacation Leave: 10 days per year, increased to 15 days per year after 3 years, increases to 20 days after 7 years, increased to 22 days after 15 years. Vacation allowance shall be increased one (1) day per year after completion of twenty (20) years of service with a maximum of twenty-five (25) days after twenty-five (25) years of service.

Administrative Leave: 80 hours per year.

Holidays: Twelve and a half (12 ½) paid holidays per year.

Sick Leave: Earned at a rate of 8 hours per calendar month of service with no accrual limit. Provision for partial cash pay out of accumulated sick leave upon retirement with ten years of service or more.

IRS Flexible Spending Plan: IRS Code, Section 125 which provides for pre-tax contributions for unreimbursed medical, insurance premiums and dependent care expenses.

Life Insurance: City pays \$100,000 Life & AD&D Insurance.

Bilingual Pay: City pays \$125 per month upon management assignment.

Deferred Compensation: Optional Voluntary 457 Plan available.

Other Benefits: Education/Tuition reimbursement, Employee Assistance Program (EAP), Longevity Pay, Professional Development Incentive and credit union privileges.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.

DATE OF NOTICE: August 17, 2006

